

**YOUTH SERVICES
EMPLOYEE GRIEVANCE FORM**

Grievant's Name: _____ Unit/Section: _____

Date Grieved Event Occurred: _____ Date Grievance Filed: _____

FIRST STEP

Grievance Statement: (check one) ☐ written below OR ☐ see attachment

Relief Sought: (check one) ☐ written below OR ☐ see attachment

Grievant's signature: _____ Date: _____

c: Unit Human Resources Office

FIRST STEP RESPONSE

Given by: _____ Job Title: _____

Response is: (check one) ☐ written below OR ☐ see attachment

Signature: _____ Date: _____

Employee response:

___ I am satisfied with the answer to my grievance.

___ I am not satisfied with the answer to my grievance and I wish to have it referred to the Second Step.

Grievant's Signature: _____ Date: _____

c: Central Office Human Resources Office

(Copy of response is to be given to employee and Central Office Human Resources Office within 7 calendar days following the receipt of grievance.)

SECOND STEP

Second Step Response:

Given by: _____ Job Title: _____

Response is: (check one) ☐ written below OR ☐ see attachment

Section Head's signature: _____ Date: _____

Employee response:

___ I am satisfied with the answer to my grievance.

___ I am not satisfied with the answer to my grievance and I wish to have it referred to the Third Step.

Grievant's signature: _____ Date: _____

**c: Central Office Human Resources Office
(Copy of response is to be given to employee, Central Office Human Resources Office and all parties involved within 14 calendar days after receipt of the grievance at Step Two.)**

THIRD STEP

Decision of appointing authority or designee:

Response is: (check one) ☐ written below OR ☐ see attachment

Signature of appointing authority or designee: _____

Date: _____

(A final, written decision shall be issued by the Deputy Secretary or designee within 14 calendar days of receipt of the appeal of the Step Two decision.)

(Copy of response is to be given to employee, Central Office Human Resources Office and all parties involved within 14 calendar days after receipt of the grievance at Step Three.)